



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Technology Management and Budget

State Division / Office: State Budget Office-Office of Financial Management-Support Services

Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 15-25

PREFERRED EDUCATION

Major / Minor: Finance/ Accounting

Level of Education: Undergraduate

Preferred Skills / Qualifications:

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Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Vendor Management Process Intern

Intern Responsibilities / Projects:

- Comprehensive review of existing payment interfaces and determine strategy to increase EFT participation
- Comprehensive review of vendor payment to identify opportunities to expand EFT enrollment. Create plan to implement opportunities.
- Comprehensive review of web based vendor registration system. Identify opportunities for enhancements.
- Establish vendor outreach program to expand web based vendor enrollment and maintenance
- Assist in interface conversion projects to expand usage of EFT payment processes
- Assisting vendors/payees in using self-service web site;
- Assist in projects with other agencies to implement changes to interface
- Establish plan to implement imaging for vendor registration.
- Assist with comprehensive review of applicable Financial Management Guide for SSD sections. Activities include establishing and maintaining a plan to have all sections reviewed by appropriate staff.

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).

With questions or for more information about the State of Michigan Internship Program, please contact:
 Civil Service Commission, Career Services, 800-788-1766, MCSC-CareerServices@michigan.gov



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